



APPLICANT CHECKLIST-(External)

This list will help you submit all the required documents for this vacancy. We recommend that you print a copy of this checklist for reference while completing your application package. Failure to submit a complete application package (Current resume, assessment questionnaire and applicable required documents, as noted below) may result in an ineligible rating and loss of consideration. Be sure to read and follow the instructions carefully, as missing application information will not be requested.

Required Documents

_____ **RESUME** showing relevant experience (cover letter optional). Your resume must include the following: Your First and Last Name, Current address, Current email address, Current phone number, Where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-09. **Note:** Only the last resume received will be reviewed.

_____ **COMPLETED ASSESSMENT QUESTIONNAIRE** (part of the online application).

_____ **ARE YOU AN ICTAP ELIGIBLE?** You must provide the following:

- ☐ A copy of your agency notice; **AND,**
- ☐ A copy of your most recent annual performance appraisal; **AND,**
- ☐ A copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

For additional information, click here: [ICTAP Information](#).

_____ **DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE?** Please follow the announcement instructions for identifying or including a copy of your license or certificate in your application package.

_____ **ARE YOU A PREFERENCE ELIGIBLE VETERAN CLAIMING SOLE SURVIORSHIP PREFERENCE or 5-POINT VETERANS' PREFERENCE?** Preference eligible veterans' must provide legible copy/copies of the following:

- ☐ DD-214 (member-4), "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.).

Or

- ☐ Statement of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD). The Statement of Service/Proof of Service must provide all dates of service, date of expected discharge and anticipated character of service (Honorable, General, etc.). Veterans should upload their DD-214 once they receive it upon separation.



_____ **ARE YOU A DISABLED VETERAN or CLAIMING 10-POINT VETERANS' PREFERENCE?** Disabled veterans, veterans, widows, spouses or the mother of a veteran who are eligible for 10-point veterans' preference must provide legible copies of the following:

- ☐ All Applicable supporting documents as noted on Standard Form-15 (SF-15). To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf.
- ☐ DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.), member 4 copy of the DD-214 is preferable or a Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service.

Additional Veterans' information:

- ☐ To obtain a copy of your DD-214 from the National Archives website:
 - o <http://www.archives.gov/veterans/military-service-records>
- ☐ If you are not sure of your preference eligibility, visit the Department of Labor's website:
 - o [Veterans' Preference Advisor](#)
- ☐ For more veterans' preference information click here:
 - o [Veterans' Preference Information](#)
- ☐ For more veterans' information on veterans' appointing authorities click here:
 - o [Veterans Employment Opportunities Act \(VEOA\)](#)
 - o [Veterans' Recruitment Act \(VRA\)](#)
 - o [30% or More Disabled Veterans](#)

_____ **ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?** You must submit a copy of your college transcript or an appropriate course listing. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

_____ **ARE YOU A CURRENT STUDENT?** You must provide acceptable documentation of your appointment eligibility, by providing proof of enrollment, in the form of letters, records or statements issued from a high school, vocational institution, college, or university, with your completed application. For additional information, click here: [Current Student](#).

_____ **ARE YOU A RECENT GRADUATE?** You must provide acceptable documentation of your appointment eligibility, by providing proof you completed a qualifying Associates, Bachelors, Masters, Professional, Doctorate, Vocational or technical Degree or Certificate from a qualifying educational institute in the form of letters,



records or statements issued from a high school, vocational institution, college, or university, with your completed application. For additional information, click here: [Recent Graduate](#).

_____ ARE YOU ELIGIBLE FOR MILITARY SPOUSE/OVERSEAS FAMILY MEMBER PREFERENCE or MILITARY SPOUSE UNDER EXECUTIVE ORDER 13473 OR EXECUTIVE ORDER 12721? You must provide acceptable documentation of your appointment eligibility which may include the following: The service member's permanent change of station orders, including a statement authorizing the spouse to accompany the member to the permanent duty station, the specific location to which the member is assigned, reassigned, or transferred to permanent change of station orders, and the effective date of the permanent change of station; verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage); verification of the member's 100 percent disability; and or verification of the member's death while on active duty. Additionally, you may need to submit applicable supporting documents as noted on Standard Form-15 (SF-15). To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf. For additional information, click here: [Military Spouse Preference \(MSP\)](#) or [Military Spouse under Executive Order 13473](#) or [Overseas Family Member Preference](#) or [Overseas Military Spouse Preference](#) or [Executive Order 12721](#).

Important Notes

- *You are highly encouraged to upload/save all your documents in your USAJOBS resume builder account: <https://my.usajobs.gov/Account/Login> . You only have to upload/save documents once and you can to apply to jobs quickly at the click of a button.
- *For instructions on how to upload/save documents please review this link: [How do I upload/save documents?](#)
- *It is the applicant's responsibility to verify that all information in their resume and documents, whether uploaded or faxed, are received, legible, and accurate.**
- *HR will not modify answers/documents submitted by an applicant.**
- *If you upload/fax more than one resume, only the last resume received will be reviewed.**